

RQ CONSTRUCTION, LLC

Job Description

Position Title:	Project Architect (PA)/Assistant Design Project Manager (ADPM)
Department:	Design
Type of Position:	Full-time
FLSA Status:	Exempt
Report Structure:	Reports to the Design PM (DPM) with oversight from Executive Director of Architecture (EDA). The direct reports to this position are the Design Job Captain(s), Project Coordinator(s), Technical Coordinator(s), as assigned).

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for managing assigned aspects and phases of design/architecture by using planning, monitoring, designing, and personnel management processes, while displaying a mastery of codes, regulations, building systems, etc. The PA/ADPM may be responsible for overseeing, through collaboration, more than one project at a time all in support of RQ's Mission, Vision, and Values.

COMPETENCIES REQUIRED:

- **Enterprise Level Strategy** - Fosters and contributes to the vision of the company. Stimulates the team, and company, to evolve, grow, and support the innovation/ evolution of processes, procedures, and other aspects of the department. Encourages the team to respect and value each other. Promotes the value and success of a highly functioning team, and company, emphasizing the need to communicate, appreciate, and motivate each other.
- **Department and Project Team Management** - Assists DPM in generating, directing, delegating, supervising, facilitating, and organizing the work flow, activities, project scopes, requirements, team meetings, and deliverables of design project team members engaged in production in collaboration with the entire RQ project team including the Operations Department. Assists DPM reviewing and approving applications for payment by consultants, verifying that work deliverables adhere to contractual requirements. Assists DPM in reviewing meeting minutes, validating they support project strategy delivery, leads, documents, and action items from consultant team meetings.
- **Project Team Management/Production Management** - Manages relationships and deliverables of consultants, and junior team members, through straightforward written and oral communication. Educates and coaches Jr. staff in the following areas (including but not limited to): developing building sections, building details, door schedules, floor plans (dimensioning, room names, room tags, proper accessibility clearances, egress requirements). Participates with DPM in coordinating, supervising, educating, and mentoring assigned design staff, ensuring clear expectations and flow of design project information is disclosed to the project team. Actively participates in meetings, as required, and develops and distributes accurate meeting minutes to all team members. Holds self, project, team, etc. accountable by taking ownership of the project,



define team member duties, check on progress, maintain open communication, and encourage individual leadership.

- **Client Interaction** - Communicates in a direct, courteous, and prudent way with stakeholder and user using appropriate level of business judgement and ethics. Demonstrates clear understanding of structure and building systems during client meetings and discussions. Assists DPM in communicating with and managing client, stakeholder, and user. Assists DPM in achieving an “outstanding” client rating throughout the duration of the project, while maintaining the business objectives of RQC.
- **Consultant Management** - Communicates in a direct, courteous, and prudent way with consultants using appropriate level of business judgement and ethics. Demonstrates clear understanding of structure and building systems, and comprehensive understanding of the content in the consultant scopes-of-work as it relates to the production of drawings and submittal documents. Assists DPM in establishing and executing a plan to lead consultant team.
- **Design Process/Procedures** - Manages the design development, design schedule production, analysis, and production of work by self and others. Manages the production of drawings and submittal packages, understands deliverables per RFP/codes/regulations, and mentors junior staff to manage production. Produces and processes all required documentation (ex. RFI's, submittals, shop drawings, additional items, etc.) in accordance with project strategy and department standards. High interface with design consultants on the management, production, and schedule of a project. Assists DPM with the contribution to the development, refinement, and compliance of design department processes, procedures, standards, reports, and methods as it relates to design, construction documentation, and graphic representation. Assists DPM with teaching direct team members on proper use of processes and standards to ensure schedule of project(s) is maintained. Assists DPM in generating in the development of specifications, consultant contract scopes, and policies/procedures for the design project team.
- **Design Production** - Displays a comprehensive understanding of department, REVIT/drawings/filing standards and teaches Jr. Staff how to effectively use REVIT and enforces Revit production standards. Provides guidance on and final direction, and assists in generating, any and all detailed drawings/graphics/3D production of architectural designs and plans for buildings/structures for all design phases of project in accordance with specifications and project schedule. Maintains responsibility of junior staff production quality and timeliness. Coaches and supports junior staff in production of contract documents, ensuring adherence to department standards. Manages the production and quality control and contract documents by self, assigned staff, consultants, and others. Has a positive attitude. Researches codes and regulations, by-laws, and contractual documents, provides initial solution to a design problem, and provides assistance and final direction to Jr. Staff. Demonstrates a comprehensive understanding of the principles of construction documentation to assist in producing contract and proposal documents. Tracks, assists, and reviews cartoon drawing sets and will reassess during design.
- **Architectural/Technical Expertise** - • Demonstrates an advanced comprehensive understanding the required building codes (IBC, ADA, ABA, NFPA, etc.) applicable to the project based on the RFP and utilizes them to make code determinations. Provides final recommendation on all projects. Demonstrates an advanced comprehensive understanding of the required design documents and construction documents and leads the effort to coordinate with consultants. Demonstrates an advanced comprehensive understanding of the sheet layout, drawings, and cartoon drawing sets required for each government submittal. Demonstrates an advanced comprehensive understanding of the building components used in projects. Building Information Modeling (BIM) – assists JC/SR. JC with Revit management/team assignments. Demonstrates an advanced comprehensive ability to proactively identify problems and solve them at a technical level. Demonstrates an advanced comprehensive ability to implement a work plan developed by JC/SR JC. Demonstrates an advanced comprehensive knowledge base of components and knows expected outcomes of the building envelope and their applicability within

the system. Continually learning and growing in the architecture field by reading, investigating, and office/field experience.

- **Corporate Understanding/Knowledge** – Demonstrates the ability to evaluate and offer suggestions across the company, providing improvement ideas that think beyond one's own department and reflects reality in multiple departments. Seeks to interact with other departments, provides support, and improves overall functioning for the greater whole.
- **Business Strategy** - Thinks critically about how department functions impact overall corporate success. Offers solutions that think about corporate success. Maintains the appropriate level of business strategy as it applies to department.
- **Knowledge of Work** - Demonstrates knowledge of methods, techniques, and skills required in own and/or related functions (ex. architecture, building codes ABA/ADA, DoD processes). Applies specific methods, procedure, and techniques in functional area.
- **Quality and Quantity of Work** - Produces reports, correspondence, and other work products which meet the intended objectives, demonstrates professional competency, and reflects acceptable quality. Work output of employee meets or exceeds goals established.
- **Department Planning/Budgeting and Execution** - Demonstrates the ability to create a usable department plan, thinks of contingencies, works effectively with other departments, and then executes plans accordingly, making changes to plan as appropriate to reach corporate goals.
- **Staff Development** - Ensures that team members have a personal development plan (PDP) that ties to a department plan, shows care for the individual, as well as promotes corporate succession planning. The development goals need to support company direction and targets, need to be achievable, and should be budgeted appropriately in department.
- **Supervision/Management** - Works with people, motivating, communicating, developing, correcting, rewarding, team building, and obtaining quality performance from team members.
- **Organizing, Planning, and Prioritizing Work** - Develops specific goals and plans to prioritize, organize, and accomplish work in a professional manner. Reliable, completes assignments in a timely manner, follows through on assignments, and pulls his/her weight. Reporting information up and down.
- **Effective Team Member/Interpersonal Relations** - Works and communicates effectively with colleagues and work teams. Developing effective/positive working relationships, facilitating groups, and communicating effectively with a wide variety of individuals and audiences. Fosters team work.
- **Stakeholder Focus** - Develops and maintains effective and strategic working relationships with others. Treats customers, the public, subcontractors, sub-consultants, and our own staff with courtesy, respect, dignity, fairness, honesty, and presents a positive public image. Handles emotions of self and others well, maintains self-confidence, and controls emotional reactions.
- **Process Development** - Seeks continuous improvement for the benefit of the department, company, and people. Continually sets goals, measures, analyzes, and plans to improve measurements, and thereby, demonstrate the improvement.
- **Initiative/Motivation/Leadership** – Thinks ahead to anticipate future needs and opportunities. Identifies problems, obstacles, or opportunities and takes action to address issues. Executes duties without reminders. Does tasks that need to be done without direction (as applicable). Takes initiative on the behalf of others.
- **Communication** - Communicates clearly, listens effectively; keeps others informed of necessary and factual information; Deals effectively with conflict, and avoids any gossip.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Enterprise Level – 5% of Time (Variable)

1. Understands and manages the team structure, processes and procedures of projects.
2. Assists the EDA/DPM in establishing policies and procedures, defining operational objectives, and identifying priorities for the design department.

Project Team Management - 40% of Time (Variable)

3. Leads, directs, delegates, and supervises the work flow and activities of design project team members engaged in production (e.g., preparing drawings/models and specification documents, etc.).
4. Assists the EDA/DPM in creating and updating training manuals; training and instructing employees in job duties and company policies.
5. Understands the project scopes and requirements, and conveys this information to team members, planning accordingly.
6. Assists the EDA and Director of Architecture (DoA), as needed, on any department, proposal or project issues that need resolution, including staffing allocations, making recommendations as necessary.
7. Collaborates with appropriate stakeholders to manage the establishment of project priorities and expectations, and communicates any risks to design project schedules or staff variables to the EDA and all stakeholders.
8. Manages the relationships and deliverables of project-specific consultants in a proactive manner, through constant and clear communication of project expectations.
9. Reviews, interprets, and maintains a thorough understanding of project technical requirements (e.g., RFP) and communicates that to the project team to assist in the management of relationships, production of work and the deliverables of all stakeholders.
10. Maintains flow of project information between the Design Quality Control Manager (DQCM) and team members.
11. Collaborates with the entire RQ project team (e.g., CPM, PX, DPM, DQCM, CQC, estimating/marketing departments, and field team) throughout the duration of the project, as needed, and communicates project status and workflow information to the DPM and other team members on a regular basis.
12. Represents RQ and/or architect on a construction site, recording observations, quality of workmanship, and advising on design corrections in order to meet builder compliance with design specifications.^M

13. Actively participates in and facilitates weekly Design Production Team meetings and department staff meetings. Offers opportunities for process and standard improvement.

14. Understands goals of the enterprise, and conveys elements of these goals to other team members.^M

Client Interaction/Management - 10% of Time (Variable)

15. Communicates with and manages client, stakeholder and user requirements, utilizing appropriate business acumen and business ethics.

16. Understands the structure of contracts, scopes of work, client expectations, and RFP definitions to assist in developing project team responsibilities and holding team members accountable to those requirements.^M

17. Participates in the change order processes, including possible changes of design intent and any variables that may impact the overall budgets and schedules of projects.^M

18. Understands and manages the client, seeking to achieve an "outstanding" customer rating.^M

Design Process and Procedures – 15% of Time

19. Assists the EDA in preparing processes, procedures, standards, and suggests methods for process improvement in both design and construction documentation.

20. Exercises communication with client stakeholders in collaboration with the EDA/DPM.

21. Coaches and mentors team members to understand solution design, construction documentation processes, industry knowledge, and department standards.

22. Implements an understanding of integrated project delivery.

23. Implements an understanding of Early Start design submittal requirements on projects and ensures that the schedule is maintained on projects.

24. Understands project codes and regulations, and teaches team members.

25. Responsible for maintaining the design/project schedule.

26. Understands and manages the content and assembly, review, and delivery of all required design submittals, while adhering with contract documentation.

27. Manages the organization and maintenance of all electronic and hardcopy design documentation and correspondence.

28. Understands and manages construction administration processes, project close-outs, and archiving of all necessary design information on projects.^M

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29. Assists DQCM and DPM in reviewing submittals and shop drawings against contract documents.^M
 30. Develops project specifications along with the DCQM and DPM.^M
 31. Develops policies and procedures to implement with the DPM/EDA.
 32. Processes and develops responses to RFI's, and obtains approval from the DQCM and DPM.^M

Design Production - 30% of Time (Variable)

33. Analyzes building codes, UFC and ATEP requirements, by-laws, space and site requirements, and other technical documents (e.g., RFP, specifications, etc.) and reports (e.g., field reports, ASIs, Basis of Design, etc.) to determine their effect on design.
34. Manages the development of contract documents (e.g., scaled plans, elevations, sections, details, and schedules) with applicable software, as required.
35. Manages the assimilation, packaging and printing of design deliverables.
36. Assists the EDA/DPM with the development, implementation, and administration of project strategies (e.g., design schedule, procurement, LEED, Risk, Customer, etc.) specific to each project.
37. Assists in coaching support staff in the production of required documentation for projects.
38. Coordinates all building systems into the contract documents on projects.
39. Conveys and produces designs, design intent, working drawings, charts, forms, and records, and trains team members on processes.
40. Understands and manages the production of/produces proposal exhibits, narratives and associated graphical and technical information by all support staff (during proposal phase).
41. Assists the DoA in monitoring and tracking proposal quality and timeliness during the proposal phase.
42. Develops a cartoon set of drawings for projects.^M
43. Produces contract documents and implements quality control review of contract documents and submittal packages.
44. Oversees project-specific LEED documentation development, implementation, and verifies that projects are on track to meet lead points/deadlines.^M

45. Performs other duties as assigned and agreed upon with supervisor^M.
Total Time = 100%

QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)

- Knowledge of design techniques, phases, tools, theories, and principles involved in the production and submittal of plans, drawings, models, specifications, and construction details.
- Knowledge of building and construction materials, methods, systems, documentation, and the tools involved in the construction or repair of buildings and other structures to assist in design development and implementation.
- Knowledge of practical application of building engineering science and technology. This includes applying principles, techniques, and procedures toward the design and production of buildings and structures.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to assist in technical and creative writing.
- Knowledge of basic arithmetic, algebra, geometry, and trigonometry and their applications to design and construction production.
- Knowledge of principles and processes for providing customer and personal services, including client needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Demonstrates active listening and reading comprehension skills to facilitate the understanding of work related documents, answering inquiries regarding design, and incorporating the implications of new information into design and documentation.
- Demonstrates complex problem solving and critical thinking skills to facilitate solution implementation and monitoring that is creative and original.
- Demonstrates coordination and communication skills, including written and verbal comprehension and speaking to facilitate project management.
- Demonstrates time and personnel management skills to facilitate company objectives and departmental goals.
- Ability to comprehend and follow written and oral instructions to assist in communicating information and ideas in a way that others will understand.
- Ability to demonstrate sensitivity throughout a project to identify when something is wrong or likely to go wrong.
- Ability to visualize and deductively apply general rules to specific design problems.

^M This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however.

- Ability to communicate design information through graphic hand sketching.
- Ability to operate Microsoft Office (Word, Excel, Outlook, Powerpoint, etc.) and the Internet to assist in completing various design aspects of the position.
- Ability to operate various design formats (Revit, AutoCad, Adobe Photoshop, Sketchup, etc.) to assist in analyzing building codes and design modeling.
- Demonstrates a motivation to set and maintain high quality standards by paying attention to detail.
- Demonstrates the initiative and willingness to take on responsibility and proactively approach challenges.
- Demonstrates a consistent commitment to RQ's Mission, Vision, and Values.

EDUCATION & EXPERIENCE:

- A BA degree in Architecture or related field is the minimum formal education required for this position.
- Architectural License required. CA licensure preferred.
- Fifteen or more years' experience in design CAD/REVIT construction documentation, project delivery or equivalent with knowledge of design-build required, including five or more years' experience in commercial design with projects \$30M - \$80M in value. Department of Defense (DoD) experience is preferred.
- Computer literacy (Microsoft Office, Internet, (Revit v9 or higher, ACAD v2007 or higher, Photoshop, etc.) required.
- Specific software literacy (Sketchup) highly desired. Adobe Illustrator, InDesign, and MS Visio preferred, but not required.
- LEED GA credential is preferred.

WORKING CONDITIONS:

Working conditions are normal for an office environment. Excellent individual performance is expected. Company goals will be realized through dedicated teamwork pursuing Company objectives. Work is primarily completed in the corporate office, though travel to project job sites may be required.

PHYSICAL DEMANDS:

May be required to lift up to 40 lbs. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending, and operating office equipment that is hand operated. Driving may be required – must have valid driver's license for three or more years; proof of automobile liability insurance required when driving personal vehicle.